



Travel Manager Newsletter

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NOAA Financial Systems Division (FSD)
<http://www.corporateservices.noaa.gov/~cbs/>

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Welcome

This newsletter was developed in efforts of keeping NOAA/BIS Travel Manager users informed of upcoming changes to document processing within the Integrated Travel Manager (ITM) system.

Major Travel implementations are on the horizon at NOAA and given that they will have a significant impact on how travel is processed; periodic updates such as this will continue to be provided to our users up through the date of implementation in efforts to ease the transition. The Financial Systems Division (FSD) is committed to making this implementation a success and how well we keep the NOAA/BIS community informed will play a vital role.

Inside this issue, expect to be informed on topics such as new software features and functionalities, changes to business processes, training expectations and more all at a summary level of explanation. Then look forward to additional issues which will be used to expand upon the exciting changes that lie ahead.

We recommend that once you have thoroughly read through each issue, you maintain the updates for future reference.

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implementations are
on the horizon at
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New System ... New Way of Business

In October 2008, three (3) major Travel implementations will be occurring simultaneously:

1. Upgrading to a new version of software
2. Electronic routing/maintenance rolled out NOAA/BIS wide
3. Obligor Temporary Duty (TDY) travel

“NOAA/BIS Travel Manager users will truly come to view Travel Manager as a Travel Expense Management solution rather than a document preparation utility.”

As such, the way in which we currently view travel document preparation as a whole will change drastically. Travel documents will now be subject to funds availability, routing approval chains and pre-audits. Travel funding will be obligated up front and voucher claims will be processed as “Matched” invoices, accordingly liquidating the obligation. As a result, document preparers/approving officials will need to become more mindful of the timing of financial impacts when making travel arrangements.

In addition, system configurations have been reevaluated to provide specific users additional access. User roles may need to be re-examined.

In light of the forthcoming changes, NOAA/BIS Travel Manager users will truly come to view Travel Manager as a Travel Expense Management solution rather than a document preparation utility.

Software Changes

The Travel Manager v9.0 application is now a fully Web-based product and completely ADA Section 508-compliant. Users will access the upgraded Travel Manager v9.0 through a dedicated Uniform Resource Locator (URL) as opposed to accessing the application through the Citrix Client servers that are used today.

NEW FEATURES/FUNCTIONALITY

- Screen Layouts/Navigation – The look and feel of the web application has significantly changed.
- Special Characters - Special characters (such as ' , " , / , \ , # , & , ! and others) should not be used in Travel Manager.
 - Names of users, travelers, and locations should only include alphanumeric characters.
 - Names of documents may include alphanumeric characters plus the hyphen (-), the underscore (_), and blank spaces, but no other special characters.



*“New” Travel Manager v9.0
Consolidated Login Screen*

Software Changes from page 2

- Dynamic Documents – Agencies can define multiple types of documents and configure each document's behavior, functionality, features, content, and navigation to meet specific business needs. The following document types have been established for NOAA/BIS use:

Documents initiated in Travel Manager v9.0

- TA – Travel Authorization
- TV from TA – Travel Voucher from Authorization

Documents converted from Travel Manager v8.2 and lower

- Govt Vch – Travel Voucher
- Govt Vch From Govt Auth – Travel Voucher from Authorization

- Pre-Audits – Documents will be required to go through a series of audit tests upon electronic stamping (SIGNED/APPROVED).
- Purpose Codes – New purpose codes have been added to expedite Congressional requests.
- Electronic Routing – Electronic routing will be rolled out NOAA/BIS wide using two (2) separate and distinct methods of processing:
 - Full Routing – Travel documents for NOAA/BIS employees will utilize the full functionality of the electronic routing process. Users will be required to electronically route documents through the system for review/approval signatures.
 - Simplified Routing – Travel documents for Invitational travelers will not electronically route through the system. Reviewing/Approving officials will need to be verbally notified of documents awaiting their approval, similar to the way in which “Non-Routing” functions today.



“New” Travel Manager Document Summary Screen.

Interface Changes

New interfaces are being designed to accommodate processing TDY travel as a matched document type. In most cases, the interface logic rules have been designed to mimic and/or re-enforce standard CFS functionality.

TRAVEL MANAGER INTERFACE

- Travel Authorizations – Electronically approved Travel Authorizations will generate a near real-time posting of two (2) separate approved obligations in the Core Financial System (CFS), resulting in an immediate draw down of funds.

“Interface logic rules have been designed to mimic and/or re-enforce standard CFS functionality”

Interface Changes from page 3

“Travel Authorizations will generate a near real-time posting of two (2) separate approved obligations in the Core Financial System (CFS).”

- 1 – To cover common carrier expenses billed through the Centrally Billed Account (AdTrav/Citibank)
- 2 – To cover expenses reimbursable to the traveler

- Travel Vouchers – Electronically approved Travel Vouchers will post to CFS twice a day as unapproved matched invoices, with the exception of Reclaims.
 - Reclaim vouchers will post as unapproved no match invoices.
- Local Vouchers – Not impacted.

GOVERNMENT TRAVEL RECONCILIATION (INTERFACE)

The Government Travel Account (GTA) Interface is being modified to accommodate processing Centrally Billed Account (CBA) charges as both Matched and No Match document types.

- Invoiced common carrier charges incurred pre TM v9.0, will continue to be processed as No Match invoices [not liquidated against an obligation].
- Invoiced common carrier charges incurred post TM v9.0 will be processed as Matched invoices [liquidated against an obligation].

TRAVEL MANAGEMENT CENTER (TMC) INTERFACE

Obligation detail information (Oblig #, Bureau, first two (2) levels of the Account Classification Code (ACCS) Organization Code) will be exchanged between Travel Manager and the TMC thereby; ⁽¹⁾ reducing keystroke errors ⁽²⁾ increasing the accuracy of ACCS charges ⁽³⁾ reducing the number of un-reconciled transactions and ⁽⁴⁾ potentially (at a later phase) auto initiate ticketing approvals thus eliminating the need for hard copy/faxed submission of approved Travel Authorizations.



Business Process Changes/Impacts

- FMC/LO will be responsible for maintaining electronic routing profiles within Travel Manager.
- Local voucher numbering will need to follow NOAA Travel Regulations (NTR).
- AdTrav profiles must be established prior to contacting AdTrav for travel arrangements.

Please see *Business Process Changes/Impacts* on page 5

Business Process Changes/Impacts from page 4

- AdTrav will now require the Obligation Number, Bureau and first two (2) levels of the Organization code to appear on the hard copy Travel Authorization.
 - This information will be pre-populated by Travel Manager in the Comments window upon successful approval of a Travel Authorization.
- Travelers implemented under the Full-Routing method (employees) will require user access.
- Travel documents will be subject to ACCS and funds availability check upon electronic stamping (SIGNED, APPROVED).

Travel Authorizations

- Funds checking will occur against the CFS Funds Balance table.
- Funds must be available/setup within the Core Financial System (CFS), prior to authorization approvals. If budgets are not setup, document processing may be significantly delayed.

Travel Vouchers

- Funds checking will occur against the Undelivered Order (UDO) balance.
- Approved Travel Vouchers will be liquidated against the UDO.
- Tolerance levels will be imposed during funds check.
- Invoiced common carrier ticket costs (GTA/CBA) will be liquidated against the UDO. This will reduce the need for Year End accruals in FY 2009.
- Line Offices may need to request manual de-obligation of remaining UDO balances, if applicable.
 - This only has the potential to impact extended travel obligations (trips greater than 30 days)



"If budgets are not setup, document processing may be significantly delayed."

"Tolerance levels will be imposed during funds check"



Training

- Instructor Led Training will be offered starting in August 2008.
- Classes are being planned for Gaithersburg, Kansas City, Boulder, and Seattle.
- On-Line Training will be available in the Commerce Learning Center (CLC).
- Training Materials will be available on line for ready reference.

Other Need to Know

- Documents initiated in the expiring version of software (ITM v 8.2) will need to be completed prior to the implementation.
- Documents initiated in ITM v8.2 will not be obligated and will continue to be processed as No Match documents.
- Travel Manager will be unavailable during the 1st week of October to accommodate the switch over from our current version to version 9.0

During this time, users will not be able to access the Integrated Travel Manager system. Should official travel orders be required during this time, the Department of Commerce Form CD-29 can be used in place of the Travel Manager Default Travel Authorization form. The CD Forms directory can be located at http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/index.htm. If the CD-29 form is used during the interim process, users will be required to re-enter the authorization information into Travel Manager once the system becomes available.

ITM Roles

- User Access – Travelers will require ITM user access prior to voucher claim submission. ***Does not apply to Invitational travelers***
- User Roles – The ITM User Role of Routing Administrator has been added to TM v9.0 to support maintenance of electronic routing approval [Routing Lists]. This level of access will require FMC Travel Coordinator Approval Signature.
- New user access and role changes will require completion of the CBS User Access Request Form.

Comments? Questions? Where to Find Us?

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